

Title: Senior Associate, Programs & Operations

Points of Contact: Jessi Ginther, Senior Director Programs & Operations and Theresa Nyamupachitu, Director, Programs & Operations

Status: Consultant

Closing Date: August 16, 2021

Job Location: Sierra Leone



Applicants should submit their cover letter and resume to:

DIALOpportunities@digitalimpactalliance.org with the subject line “ Senior Associate, Programs & Operations, Sierra Leone”

This position description is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.

Position Overview

The Senior Associate Programs & Operations (Pro-Ops), DIAL is responsible for providing efficient project coordination and operations support to DIAL’s country program in Sierra Leone. This includes meeting/travel/workshop and office logistics, project tracking, knowledge, procurement, and contractor management. The Senior Associate Pro-Ops, DIAL is responsible for implementing and ensuring compliance of DIAL’s policies and guidelines in project activities and operations.

S/he will work closely with the Country Lead, Director, Programs & Operations, and other country team members spread across Africa, Asia, and the US. The Senior Associate Pro-Ops will report to the Director, Programs & Operations.

Essential Functions

Project Management

- Monitor activity implementation schedule, progress, and deadlines for project milestones in Smartsheet
- Maintain key project documents and ensure that all documents are accurate in SharePoint
- Assist with the development, revision, and finalization of project documents, as requested.
- Track expenses and prepare expense forecasts.
- Ensure expenses have full support documentation and comply with DIAL policies and procedures.
- Support management of agreements with partners/contractors



- Provide responses to ad hoc requests for information on projects

Administrative Support

- Conduct travel planning and logistical arrangement activities in compliance with DIAL's travel policies and guidelines
- Conduct workshop planning and logistical arrangement activities
- Conduct procurement of goods and services in compliance with DIAL's procurement guidelines
- Set-up regular team and stakeholder meetings, record meeting minutes and allocate actions

Any other duties as assigned

Selection Criteria

- Bachelor's degree in relevant discipline (International Development, Business Administration, Management, etc) is required.
- Minimum two years of experience in coordinating projects, providing administrative, logistical, and operational support. Experience working in an international NGO (non-governmental organizations) is a plus.
- Proven ability to multitask, working on several projects simultaneously and to agreed deadlines
- Fast learner, able to adapt to change quickly
- Team player with a high level of self-motivation and ability to set and meet goals.
- Ability to work independently, take initiative and manage various activities in a team setting with minimal supervision.
- Strong representational and interpersonal skills.
- Fluent in English and proven writing skills.
- Proficiency in common computer packages (e.g., Word, PowerPoint, Excel) relevant to the work.
- Ascribe to DIAL's values of Commitment, Collaboration, Empowerment, Courage and Thoughtful Action